



**LIFESAVING SOCIETY®**  
**SOCIÉTÉ DE SAUVETAGE**

*The Lifeguarding Experts*  
*Les experts en surveillance aquatique*

**Volunteer Job Description**

Approved 20 March 2017, revised March 2020

**Position Title:** Treasurer

**Purpose:**

1. To manage the finances of the Society and to administrate fiscal matters of the Society.
2. To prepare or oversee the preparation of all financial and/or accounting records legally required, or necessary and/or desirable on behalf of the Society on an annual basis, and to present them at the annual general meeting of the Canadian Society.
3. To present for approval with or without variation at each annual general meeting, or as otherwise determined, a budget for the annual operation of the Society.
4. Perform other such duties as may from time to time be determined by the Board of Directors. [By-Laws, 8.4]

**Term of Office:**

Elected to the Board of Directors at the Lifesaving Society Canada's Annual General meeting for a term of two years. [7.6(b)], to a maximum of three consecutive two year terms, or a total of six consecutive years [By-Laws, 7.6(d)].

**Reporting Relationship:** To the National Board.

**Responsibilities:**

1. Ensure that the following records are kept, processes are in place, and tasks are completed:
  - Keep all receipts and expenditures of the Canadian Society,
  - Prepare and deliver financial reports,
  - Handle banking relationships,
  - Prepare and file charitable records
  - File tax returns
  - Prepare and deliver financial forecasts/estimates. [By-Laws, 8.4 a, b, c, d, e, f]
2. Chair the budget and audit committee; be a member of the finance commission (if applicable).

3. Liaise with provincial branches of the Society to provide overall financial analysis and risk management advice to Society's business.
4. Present the budget to the Member Representatives.
5. Monitor the financial activities of the Society, and reporting in accordance with applicable laws.
6. Follow generally accepted accounting principles in preparing or overseeing the preparation of the records and reports listed above.
7. Provide expertise and input on financial/strategic plans, procedures, and decisions that affect the long-term financial stability and sustainability of the Society

**Skill Set and Knowledge Areas:**

1. Familiar with not-for-profit charitable compliance requirements
2. Strong analytical skills
3. Need to be an accountant with a current professional designation (CPA)
4. Budget production analysis capabilities
5. Financial knowledge
6. At least three (3) years of related, largely non-profit experience